

DOROTHY ALLING MEMORIAL LIBRARY

TRUSTEE MINUTES NOVEMBER 13, 2024
UNAPPROVED

Present: Charity Clark, Shari Westman, Karla Karstens, Steve Perkins, Diane Downer, Brian Goodwin, Barbara Mieder; Librarians: Jane Kearns and Bella Dunn; Town Manager: Erik Wells

The meeting was called to order at 7:00 p.m.

At 7:05 p.m. a motion was made to move to Executive Session. Approved.

At 8:20 p.m. a motion was made to exit the Executive Session and return to Open Session. Approved.

Staff Report: Bella Dunn, Youth Services Assistant

Bella started work on August 26, so she's been at DAML almost 3 months. She is part-time and works approximately 25 hours each week. She works closely with Bonnie. She holds Storytimes on Tuesday for 1 – 5 year olds. The event seems to be growing, with attendance of between 4 to 8 children and their parents or caretakers. She will read and sometimes sing a song. Every other Wednesday there is Baby Time Story Hour with infants – 1.5 year olds. That usually involves board books and socializing.

She organizes Preschool Book Bundles as needed for Outreach at Heartworks and other Day Care Centers. Usually those are on-line requests that include the theme, ages and number of books. She is learning about the collection at the library and the Bookmobile. She also regularly staffs the Desk in the Youth Room, checking out books and answering questions. She helps with special projects for after school, especially on early release days. She works on the display case in the Youth section and is interested in DEI activities.

Things are going well and we are happy to have Bella as our newest Staff member.

There was a motion to Table the remaining Agenda to Monday, November 18 at 6:30 p.m. Approved.

Meeting Adjourned at 8:45 p.m.

Next Meeting: Monday, November 18 at 6:30 p.m.

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UNAPPROVED

Present: Charity Clark, Shari Westman, Karla Karstens, Steve Perkins, Diane Downer, Brian Goodwin, Barbara Mieder; Librarian: Jane Kearns; Town Manager: Erik Wells

The meeting was called to order at 6:30 p.m.

At 6:35 p.m. a Motion was made to adjourn to Executive Session. Approved.

At 6:50 p.m. a Motion was made to exit Executive Session and return to Open Session. Approved.

Secretary's report: The secretary's report was approved without corrections.

Treasurer's report: No major transactions.

Friends of the Library report: The Friends will meet on December 3 at 1:00 p.m. and will be decorating the library after the meeting. Anyone who wants to help out is welcome. The Friends have also started collecting boxes for the 4th of July Book Sale. They also contributed books to the Trunk or Treat event before Halloween.

The Friends also presented Jane with a gift for her 5 year anniversary as Director of DAML. Congratulations, Jane!

DAML Schematic Design Committee Updates: Karla reported that there was a meeting on Thursday, November 18 and new drawings were presented. The updated plan for the Town Green includes a circular performance space that could be used by the Town Band and other groups. It has wide steps that lead up to the platform. There also was a rethinking of the gathering place at the corner of the green that included more trees to block the traffic noise from Williston Road and also includes a berm to better define the area.

Updates of the library addition included an expansion of the lobby area, moving the kitchen area in the large meeting room, changing the orientation of the egress stairs and slight modifications to the direction of the stairs to the New Adult section. Placement of shelves and seating arrangements were also included in the new plans. The idea of creating something special for the outdoor patio area will be considered for the next meeting.

Trustees expressed wishes for window views for Staff whenever possible. Also the idea of Solar panels. Solar panels were discussed at the meeting of the Committee and it is thought that they may not be practical due to the library orientation and number of trees, but should be assessed.

At the next meeting there will be a discussion of the type of heating/cooling system for the library. Soon the plans will be wrapped up and then Black River Design will determine the cost. This will be discussed by the Schematic Design Committee, then the Trustees and ultimately presented to the Selectboard.

The cost of the project will help inform the Feasibility Study for the Capital Campaign, which should be complete in the Spring.

DAML Strategic Plan 2024 – 2027 Next Steps

The Trustees were given bound copies of the detailed Strategic Plan. The Strategic Plan is posted on the library Website. It will also be included in the December Newsletter. It is thought that there should be an article in the Williston Observer to inform those in town of the plan and its Mission Statement, Vision Statement and Goals.

Current Budget Report: No Budget Report available.

Librarian's Report:

Congratulations to Jane on her 5 year Anniversary!

There have been meetings with the Staff to help plan for the changes after Jane retires in December. Charity mentioned that the Trustees want to support the Staff during the transition and will do what we can to help things go smoothly.

VTLIB FY23 Public Library Statistics: Jane distributed a document that showed how DAML ranked in a number of categories, compared to other libraries in Vermont. We are in the Top Ten in almost every category, which is great, especially in terms of circulation and programming. We are 24th in square footage and 20th in Adult holdings, which clearly point to the necessity of the library expansion.

FY25 Quarterly Library Statistics and October DAML Usage Statistics

Our statistics reflect the high use of our library offerings. The number of patrons is up, Circulation has a slight dip, but e-resource circulation continues to grow, Patron Services are strong, especially telephone and e-mail transactions, Outreach is robust. There is a slight dip in Program participation, but that tends to vary based on the type of programs offered each month. Wifi use is down, though website hits are up. All in all, very healthy numbers. There are similar results for the October statistics. The Newsletter goes out to approximately 1800 people, which is a good number.

DAML 5-Year Key Indicators: We seem to have gotten back to where we were before COVID in terms of Patron Visits and Circulation and Programs. The use of the Community and Vermont Room has skyrocketed (another strong indication that the library expansion is needed).

Jane will be presenting the budget on Saturday, December 7.

New Business: The January Trustee meeting will be Monday, January 27. The February Trustee meeting will be February 24. These meetings are rescheduled due to the MLK Holiday and Presidents Day falling on the normal meeting time.

Old Business: No Old Business

Meeting Adjourned at 7:55 p.m.

Next Meeting: Monday, December 16, 2024 at 7:00 p.m.